



VILLAGE OF TARRYTOWN

One Depot Plaza, Tarrytown, New York 10591-3605

www.tarrytowngov.com

Mayor

KAREN G. BROWN

Deputy Mayor

REBECCA McGOVERN

Trustees

ROBERT HOYT

DAVID T. KIM

THOMAS MITCHELL

EFFIE PHILLIPS-STALEY

PAUL RINALDI

VILLAGE ADMINISTRATOR

914-631-1785

VILLAGE TREASURER

914-631-7873

VILLAGE CLERK

914-631-1652

VILLAGE ENGINEER

914-631-3668

DEPT. OF PUBLIC WORKS

914-631-0356

FAX NO. 914-909-1208

JOB POSTING

Office Assistant, Financial Support, Tarrytown Treasurer's Office (Permanent appointment from list)

January 30, 2024

The Village of Tarrytown is seeking to hire two (2) Office Assistants, Financial Support, for the Treasurer's Office. The appointment for this position is from the list for this position. We seek a candidate with strong experience in business, clerical and financial duties using automated systems for billing, collections and accounts management. One position will be for the Water Billing function, and the other position will be for the front desk in the Treasurer's Office, and will be shared with the Village Clerk's Office. Work may include and is not limited to being part of a cross-trained group of staff to back each other up and maintain an evenly distributed workflow in the department. Associates or Bachelors Degree in accounting, finance or a related field is preferred. This is a competitive Civil Service position and requires that the hired candidate take, pass and be reachable on the civil service exam list for the position.

Salary is commensurate with experience in the range of \$60,919 - \$74,902, DOQE.

Interested applicants should contact Village Administrator Richard Slingerland with a cover letter and resume at the following e-mail: administrator@tarrytownny.gov

Richard Slingerland, Village Administrator

1 Depot Plaza

Tarrytown, NY 10591.

Phone: 914-631-1785; Fax: 914-909-1208

The Village of Tarrytown is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, gender identification, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.